

SEATTLE FEDERAL EXECUTIVE BOARD (SFEB) INTERAGENCY ENVIRONMENTAL LEADERSHIP COMMITTEE (IELC)

--INITIAL CHARTER--

I. PURPOSE: The Seattle Federal Executive Board (SFEB) Interagency Environmental Leadership Committee (IELC)

- * ***promotes a network of communication and cooperation among federal offices*** in the greater Puget Sound area for leadership and continuous improvement focused on environmental objectives and sustainability.
- * ***provides support and shared ideas with one another*** on individual agencies implementation of Environmental Management Systems (EMS) mandated to be in place at agency selected facilities by December 2005 by Executive Order 13148.
- * ***collaborates on joint ventures*** which may fulfill the objectives of their EMS or other mandated environmental requirements and may well result in mutual cost savings, for example, bulk buying of 100% post consumer recycled chlorine free paper.
- * ***capitalizes on the creativity and innovation*** of members for the greater purpose of effecting positive changes in our work environment in the Pacific Northwest.
- * ***seeks to become a recognized catalyst*** and forum promoting the principles of environmental leadership and sustainability.

The foundation piece of the Committee work is interagency cooperation and collaboration which aligns with the principles of the SFEB. Ultimately, interagency cooperation benefits each individual agency through enhanced opportunities for success, eg., cost savings, *meeting mandated requirements, leveraged resources, innovation, and shared ideas or processes which capitalize on work already done.*

II. MEMBERSHIP: Membership in the SFEB Interagency Environmental Leadership Committee is open to the designated Environmental Manager or EMS Coordinator or senior official who works in a related environmental capacity (for example, a Facilities Manager) at any federal agency in the Puget Sound area which is represented on the SFEB. The membership is encouraged to provide developmental opportunities by attendance of 1 or 2 of their staff in non-voting participation or support in Committee meetings and activities.

A. VOTING MEMBERS: The designated Environmental Manager or other senior environmental member from each federal agency represented or their designee shall be considered a Voting Member and each agency shall have one vote. The voting members shall comprise the Steering Committee which is defined below.

B. NON-VOTING MEMBERS: All additional staff of member agencies to this Committee or visiting non-member federal agency staff or guests.

III. OFFICERS: A Chairperson, Vice Chair, and Recorder shall be elected by the membership of the Committee. The Chairperson and Vice Chairperson shall be voting members of the Steering Committee. A non-voting member may serve as Recorder.

A. OFFICER RESPONSIBILITIES:

1. The CHAIRPERSON shall coordinate the activities of the Committee; attend meetings with and serve as liaison with the SFEB; submit the Committee Annual Work Plan to the SFEB; preside at all Committee meetings; and prepare and notify members of an agenda in advance of each Committee meeting.

2. **The VICE CHAIRPERSON** shall preside over the Committee in the absence of the Chairperson, and may serve in other areas, such as, membership or Committee activities.

3. **The RECORDER** shall record meeting proceedings, prepare and distribute meeting minutes to Committee members, will maintain files for the year of all Committee reports, memoranda, and/or newsletters and will maintain records of any financial transactions of the Committee.

B. OFFICER ELECTIONS:

1. **TERM:** Officers shall serve a one year term of office and may be re-elected by the members of the Steering Committee. New officers are installed and begin their term in October of each year. Adjustments in terms may be made as determined necessary by the Committee.

2. **ELECTIONS:** Elections are typically conducted by the incumbent Chairperson by written ballot the final quarter of the federal fiscal year and to coincide with the SFEB time lines.

IV. INTERIM ORGANIZING COMMITTEE AND STEERING COMMITTEE

Effective immediately, an Interim Organizing Committee will be developed whose sole purpose is to set up the initial meeting(s) of the IELC and ensure that Officers are elected and a work plan is developed. Creation of a Steering Committee, as described below, will be established on a pilot basis, not to exceed 1 year. At the end of 1 year, the effectiveness of the Steering Committee function described below will be evaluated for its effectiveness and the full Committee will vote on whether to retain it as part of its structure.

The Steering Committee shall be established to serve as the governing voting body of the SFEB IELC to ensure continuity over time as different individuals may attend meetings. The Steering Committee shall be comprised of the Environmental Manager or other designated senior official by the Regional Heads or other senior official of Federal Departments or Agencies serving on the SFEB. A Steering Committee member may designate a staff member to participate in a voting capacity on their behalf, either for their occasional absence or an ongoing basis. The Steering Committee shall meet as needed in addition to the full Committee meetings described in Para. V. In addition to routinely providing policy, guidance, and direction for Committee activities, the steering committee functions will include the activities listed below.

A. NOMINATION/ELECTION OF OFFICERS: Steering committee members may self-nominate or nominate other Steering Committee members to serve as an officer. Each federal agency represented on the Steering Committee shall have one vote for election of the officers. Committee members will assist the Chairperson during elections in collecting and tallying the ballot votes. Election is by simple majority.

B. ANNUAL WORK PLAN: Steering Committee members shall provide input to and approve the Annual Work Plan for the activities of the Interagency Environmental Leadership Committee. The objective is to reach consensus, however, a simple majority of those voting members present or responding to mail, email or fax will serve as approval for the annual work plan. Either the Chairperson or Vice Chairperson must participate in the voting.

C. SUBCOMMITTEES: Steering Committee and other Committee non-voting members shall serve on various subcommittees established for mutual benefit of the agencies involved, such as,

specific focus environmental activities or initiatives, learning events, combined training needs for their workforce, etc.

V. FREQUENCY OF MEETINGS: The Steering Committee shall establish the frequency for meetings for the full membership of the Committee and their guests, as appropriate. The Committee shall meet at least quarterly and normally no more frequently than monthly; and specifically at times and places as announced in the agenda distributed by the Chairperson.

VI. AMENDMENT OF CHARTER: This Charter may be amended at any Steering Committee meeting called, at least in part, for the purpose of such amendment by a vote of two thirds of the members voting at that meeting. Alternately, the Chairperson may send out a proposed amendment to all Steering Committee members via mail, email or fax allowing members at least 10 working days to vote. An amendment shall be considered approved if two thirds of those voting are in agreement.

VII. DURATION OF CHARTER: The active period of this Charter shall not exceed 5 years from the date of endorsement by the Chair, SFEB. At that time, the Charter will be reviewed and brought to the full SFEB Interagency Environmental Leadership Committee for re-ratification or dissolution.

INITIAL CHARTER ENDORSED

HARRY MANAKA
CHAIR, SEATTLE FEDERAL EXECUTIVE BOARD

DATE